

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

KWSP Customer Service

[KWSP Office Address]  
[City, State, Zip Code]

Subject: Complaint Regarding KWSP Payment

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding an issue I have encountered with my KWSP payment.

Details of the Complaint:

- Member Name: [Your Name]
- NRIC Number: [Your NRIC Number]
- Contribution Month: [Month/Year]
- Payment Amount: [Amount]

I have noticed that [describe the specific issue, e.g., "my contribution for the month of September 2023 has not been credited to my account"]. This situation has caused [briefly explain the impact of the issue, e.g., "concern regarding retirement savings"].

I have attached [mention any relevant documents, e.g., "payment receipts, bank statements"] to support my case. I kindly request your assistance in resolving this matter as soon as possible.

Thank you for your attention to this issue. I look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]